

U.S. DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
WASHINGTON, D.C. 20202

**FISCAL YEAR 2002**

**APPLICATION FOR NEW GRANTS UNDER THE  
NATIVE HAWAIIAN EDUCATION PROGRAM**

**CFDA 84.362A**

**FORMS APPROVED**

**OMB No. 1890-0009 Exp. Date: 7/31/2002**



**DATED MATERIAL - OPEN IMMEDIATELY**

**CLOSING DATE: July 8, 2002**

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## **SECTION A**

**DEAR APPLICANT LETTER**

Dear Colleague:

Thank you for your interest in the Native Hawaiian Education program authorized under Title VII, Part B of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110).

Included in this application package are the instructions and forms needed to submit an application to the U.S. Department of Education. Please take the time to review the authorizing statute, the applicable priorities, and all of the application instructions thoroughly.

This year the Department, reflecting instructions contained in the conference report accompanying the fiscal year 2002 appropriation for the Department, will fund only projects that meet one of the following five absolute priorities.

Absolute Priority 1 – Family-Based Education Centers – The applicant will support the operation of a family-based education center that provides such services as –

- (a) Programs for Native Hawaiian parents and their infants from the prenatal period of the infants through age three;
- (b) Preschool programs for Native Hawaiians; and
- (c) Research on, and development and assessment of, family-based, early childhood, and preschool programs for Native Hawaiians.

Absolute Priority 2 – Curriculum Development – The applicant will develop academic and vocational curricula to address the needs of Native Hawaiian children and adults, including curriculum materials in the Hawaiian language and mathematics and science curricula that incorporate Native Hawaiian tradition and culture.

Absolute Priority 3 – College Preparation and Scholarship Support – The applicant will use funds received under this competition to support activities, including co-location, that enable Native Hawaiians to enter and complete programs of postsecondary education, such as –

- (a) Provision of full or partial scholarships for undergraduate or graduate study that are awarded to students based on their academic promise and financial need, with a priority, at the graduate level, given to students entering professions in which Native Hawaiians are underrepresented;
- (b) Family literacy services;
- (c) Counseling and support services for students receiving scholarship assistance;
- (d) Counseling and guidance for Native Hawaiian secondary students who have the potential to receive scholarships;

- (e) Faculty development activities designed to promote the matriculation of Native Hawaiian students; and
- (f) Co-location projects that provide Native Hawaiian secondary students and adults a one-stop delivery system under which they can access in a single location a comprehensive range of services that will assist them in entering and completing programs of postsecondary education.

Absolute Priority 4 – Gifted and Talented – The applicant will support activities that address the special needs of Native Hawaiian students who are gifted and talented, such as –

- (a) Educational, psychological, and developmental activities designed to assist in the educational progress of those students; and
- (b) Activities that involve the parents of those students in a manner designed to assist in the students' educational progress.

Absolute Priority 5 – Community-Based Learning Centers – The applicant will support the operation of one or more community-based learning centers that address the needs of Native Hawaiian families and communities through the coordination of public and private programs and services, including –

- (a) Preschool programs;
- (b) After-school programs;
- (c) Vocational and adult education programs; and
- (c) Programs that recognize and support the unique cultural and educational needs of Native Hawaiian children and incorporate appropriately qualified Native Hawaiian elders and seniors.

In accordance with the Education Department General Administrative Regulations (EDGAR), an applicant may request funding for a multi-year award for up to 3 years. In order to be considered for a multi-year award, the applicant must explain why a multi-year project is needed and provide a detailed budget for each of the years of the proposed project. The Department will establish, at the time of the initial award, the funding levels for each year of the grant award. If you are selected for an award, we will review the budgets for all years of the project will be reviewed at the same time. This means that future continuation awards will rely heavily on project performance reports, which will need to be submitted near the end of each budget period. The Department will notify grantees of when the reports are due.

Please call Lynn Thomas at (202) 260-1541 if you have any questions about the program after reviewing the application package. We look forward to receiving your application and appreciate your efforts to meet the educational needs of Alaska Native children through this program.

Sincerely,

Susan B. Neuman, Ed.D

**SECTION B**

**Application Notice**

**Authorizing Statute**

## **Application Notice**

<http://www.ed.gov/legislation/FedRegister/announcements/2002-2/060602c.html>

## **Authorizing Statute**

<http://www.ed.gov/legislation/ESEA02/pg104.html>



## **SECTION C**

### **APPLICATION INSTRUCTIONS AND FORMS**

General Instructions

SF 424 and Instructions

Program Narrative Instructions & Selection Criteria

ED Form 524 and Instructions

Assurances and Certifications

# **GENERAL INSTRUCTIONS**

## **APPLICATION ORDER**

It is recommended that your application be organized in the following manner and include the following parts:

### **PART I: APPLICATION FOR FEDERAL ASSISTANCE (STANDARD FORM 424 (REV. 1/99))**

This part of your application consists of the standard application face page on which you provide basic identifying information about the applicant and the application. Specific instructions for completing this form are located on the back of the form.

Applicants should clearly indicate, in block #4 of this form, the CFDA number of the program (e.g., 84.362A). If this information is not provided, your application may be assigned and reviewed under a different program than the one you intended. In block #13 clearly indicate the priority you are addressing.

Each application should be prepared following the instructions and criteria as closely as possible.

### **PART II: TABLE OF CONTENTS**

### **PART III: PROJECT ABSTRACT**

A 1-2 page abstract describing the proposed project, including the absolute priority and how the project will address the unique educational needs of Native Hawaiians. Please clearly indicate which priority you are addressing.

### **PART IV: PROGRAM NARRATIVE & SELECTION CRITERIA**

This part of your application requires a narrative that addresses the selection criteria that will be used by reviewers in evaluating individual proposals. The program narrative is limited to 25 pages and should be developed and organized according to the selection criteria. The selection criteria that will be used to evaluate all programs included in this application packet can be found in the Program Narrative Instructions & Selection Criteria section of this application package.

### **PART V: BUDGET FORM AND INFORMATION (STANDARD FORM 524)**

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide completed budget information for each of the years (1-3) of the proposed project. Specific instructions for completing the budget

forms and information immediately follow the form. Remember that Section C requires an itemized budget breakdown by project year and requests other explanations or comments deemed necessary.

**PART VI: ASSURANCES AND CERTIFICATES**

Be certain to include all assurances and certifications, and sign each form in the appropriate place. The assurances and certifications included in the package are:

1. Assurances Non construction Programs
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
3. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction
4. Disclosure of Lobbying Activities

**PART VII: PROOF OF ELIGIBILITY**

This part of your application requires a narrative containing information regarding your eligibility to apply for this program. Please provide a detailed statement of your experience in developing or operating Native Hawaiian Programs or programs of instruction conducted in the Native Hawaiian language.

***NO GRANT MAY BE AWARDED UNLESS A COMPLETED APPLICATION  
HAS BEEN RECEIVED.***

***BE SURE TO SUBMIT ONE ORIGINAL AND TWO COPIES OF THE  
COMPLETED APPLICATION.***

## **ED 424 - Application for Federal Education Assistance**

Refer to: <http://ocfo.ed.gov/grntinfo/appforms.htm>

**PROGRAM NARRATIVE INSTRUCTIONS  
&  
SELECTION CRITERIA**

**PROGRAM NARRATIVE INSTRUCTIONS**

The program narrative should follow the order of the selection criteria listed below. Describe in detail activities planned for each funding period. As you formulate your proposed project objectives and evaluation plans, it may be helpful to review the performance indicators to see how program narrative information that is referenced in the performance indicators is aligned to specific Native Hawaiian Education Act Programs performance plan objectives and indicators. A copy of the performance indicators has been included in this application package for your information. In addition, see Section E, Notice to All Applicants (Section 427 GEPA), regarding the provision that applies to applicants for new grant awards under Department programs.

The selection criteria below will be used to evaluate applications submitted to the Native Hawaiian Education Act Program (CFDA 84.362A). The selection criteria are taken from the Education Department General Administrative Regulations, as codified at 34 CFR 75.201 and 75.210 (revised as of July 1, 1999)

**SELECTION CRITERIA:**

The project narrative should include the following sections in this order, and is limited to 25 pages:

**(A) SIGNIFICANCE. ( 15 points)**

- (1) The Secretary considers the significance of the proposed project.**
- (2) In determining the significance of the proposed project, the Secretary considers one or more of the following factors:**
  - (i) The significance of the problem or issue to be addressed by the proposed project.**
  - (ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.**

**(B) QUALITY OF PROJECT DESIGN. ( 35 points)**

- (1) The Secretary considers the quality of the design of the proposed project.**
- (2) In determining the quality of the design of the proposed project, the Secretary considers one or more of the following factors:**

- (i) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements. (10 points)
- (ii) The extent to which the proposed project represents an exceptional approach to the priorities established for the competition. (10 points)
- (iii) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)
- (iv) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (5 points)

**(C) QUALITY OF PROJECT PERSONNEL. (10 points)**

- (1) The Secretary considers the quality of the personnel who will carry out the proposed project.
- (2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (3) In addition, the Secretary considers one or more of the following factors:
  - (i) The qualifications, including relevant training experience, of the project director.
  - (ii) The qualifications, including relevant training and experience, of key project personnel.
  - (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.

**(D) ADEQUACY OF RESOURCES. (5 points)**

- (1) The Secretary considers the adequacy of resources for the proposed project.
- (2) In determining the adequacy of resources for the proposed project, the Secretary considers one or more of the following factors:
  - (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
  - (ii) The extent to which the budget is adequate to support the proposed project.
  - (iii) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

**(E) QUALITY OF MANAGEMENT PLAN. (15 points)**

- (1) The Secretary considers the quality of the management plan for the proposed project.
- (2) In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:
  - (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined

responsibilities, timelines, and milestones for accomplishing project tasks.

- (ii) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.
- (iii) The extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

**(F) QUALITY OF PROJECT EVALUATION. (20 points)**

- (1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.
- (2) In determining the quality of the evaluation, the Secretary considers one or more of the following factors:
  - (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
  - (ii) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.
  - (iii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

**ED Form 524 - Budget Information  
And instructions**

refer to: <http://ocfo.ed.gov/grntinfo/appforms/ed524frm.doc>



# **Assurances and Certifications**

## **Assurances - Non-Construction Programs**

**Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions**

**Disclosure of Lobbying Activities**

**Refer to: <http://ocfo.ed.gov/grntinfo/appforms.htm>**

**SECTION D**

**TRANSMITTAL INSTRUCTIONS & CHECKLIST**

**Application Transmittal Instructions**

**Application Checklist**

## INSTRUCTIONS FOR TRANSMITTING APPLICATIONS:

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

### *Applications Sent by Mail*

You must mail the original and two copies of the application on or before the deadline date to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA 84.362A  
Washington, DC 20202-4725

You must show one of the following as proof of mailing:

- (1) A legibly dated U. S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (3) A mail receipt that is not dated by the U.S. Postal Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” the follow the instructions for “Applications Delivered by Hand.”

### *Applications Delivered by Hand*

You or your courier must hand deliver the original and 2 copies of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA# (fill in number and suffix letter)  
7<sup>th</sup> and D Streets, SW  
ROB-3, Room 3633  
Washington, DC 20202-4725

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, DC time), except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

## **APPLICATION CHECKLIST**

**Does your application include the following?**

\_\_\_\_\_ **Cover Page (SF 424)**

\_\_\_\_\_ **Table of Contents**

\_\_\_\_\_ **Project Abstract**

\_\_\_\_\_ **Program Narrative Instructions & Selection Criteria**

\_\_\_\_\_ **Budget Form (ED Form 524)**

\_\_\_\_\_ **Itemized Budget and other budget information**

\_\_\_\_\_ **Assurances and Certifications**

☐ **Assurances - Non-construction Programs**

☐ **Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.**

☐ **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

☐ **Disclosure of Lobbying Activity**

☐ **Notice to All Applicants (Section 427 GEPA)**

\_\_\_\_\_ **Proof of Eligibility**

Did you ---

\_\_\_\_\_ **Provide one (1) original plus two (2) copies of the application?**

\_\_\_\_\_ **Include all required forms with original signatures and dates?**

## **SECTION E**

### **OTHER IMPORTANT INFORMATION AND NOTICES**

Important Notice to Prospective Participants in U.S. Department of  
Education Contract and Grants Program

Grant Application Receipt Acknowledgement

## **GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT**

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If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

U.S. Department of Education  
Application Control Center  
(202) 708-9493

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## **GRANT AND CONTRACT FUNDING INFORMATION**

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The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Home Page: <http://www.ed.gov/>

OCFO Home Page: <http://www.ed.gov/offices/OCFO/gcsindex.html>